

City of Chattanooga, TN
Personnel Class Specification

Class code 0579

FLSA: Non-Exempt

CLASSIFICATION TITLE: SYSTEMS TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop and maintain software for the Waste Resources division computer system.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops, maintains, and modifies programs for ISS computer and telemetry systems; installs, manages, and configures user environment server for local area network.

Installs, maintains, and troubleshoots fiber optic repeaters, transmitters, and other equipment.

Troubleshoots and works to resolve software system problems; maintains hardware and software for landfill, wood recycling facility, and Red Mountain power monitoring computer system.

Coordinates efforts with maintenance technicians on installation, testing, and management of equipment.

Performs regular data back-ups on file server and workstations.

Prepares purchase requests for software and hardware; coordinates maintenance contracts for addition and removal of equipment; maintains records and reports on all contracts and purchase requests.

Prepares various reports and graphs for the Electric Power Board, internal auditing from warehouse inventory, and others; compiles CSO overflow data for reporting to the State.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in Computer Science; supplemented by one (1) to two (2) years previous experience and/or training involving information systems and network maintenance and operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust or electric currents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.